

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

2019 MAY -3 AM 10: 02

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Stanford University's Hoover Institution

Private Sponsor(s) (list all):

Travel date(s): April 23-25, 2019

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$656.00 (Flight) \$90.83 (Shuttle)	\$400.00	\$161.20	\$0
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): An intensive program for Congressional staff which consists of three days of

seminars, simulations, and keynote presentations.

5/1/19
(Date)

Catherine Sadler
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/2/19
(Date)


(Signature of Supervising Senator/Officer)

Catherine Sadler

Senate Foreign Relations Committee

Stanford University's Hoover Institution

April 23-25, 2019


Note: If you plan to extend the trip for any reason you must notify the Committee.

Stanford, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

Relationship to Employee: ☐ Spouse ☐ Child


21 March 2019
(Date)


(Signature of Employee)

I, Senator Jim Risch/SFRC hereby authorize Catherine Sadler
(Print Senator's/Officer's Name) *(Print Traveler's Name)*

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

21 March 2019
(Date)


(Signature of Supervising Senator/Officer)



HOOVER
INSTITUTION

1399 New York Avenue NW, Suite 500 Washington, DC 20005 --- 202-760-3200 hooverde@stanford.edu hoover.org/dc

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Stanford University's Hoover Institution solely planned all aspects of the trip including topics discussed,
travel/accommodation logistics, and required paperwork. Hoover staff will also be responsible for traveling
with Congressional staff and managing logistics for the duration of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Hoover Institution is a research institution that seeks to improve the human condition by advancing
ideas that promote economic opportunity and prosperity while securing and safeguarding the peace through
its world renowned scholars, library and archives, as well as by engaging Congress and its staff.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the sixth sponsored trip for Congressional staff organized by the Hoover Institution. The latest of
which was in August 2018 and had a similar format to this trip.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Stanford University's Hoover Institution regularly sponsors policy panels and roundtables for think tank scholars, journalists, Congressional staff, executive branch officials, academics and members of the public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$710	\$400 total (\$200/night)	\$160 total	None
<input type="checkbox"/> Actual Amounts	\$650 Roundtrip airfare \$60 ground transportation			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged/organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

In order to have a significant number of California-based Senior Fellows participate in the event, we are hosting on the Hoover Institution's headquarters on the Stanford University campus.

19. Name and location of hotel or other lodging facility:

Schwab Residential Center, 680 Serra Street, Stanford, CA 94305

20. Reason(s) for selecting hotel or other lodging facility:

Schwab Residential Center is owned and operated by Stanford University. It is in close proximity to the events that comprise the program.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses are less than the federal per diem for Palo Alto, CA. Meal

expenses are less than the federal per diem for Palo Alto, CA.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Stanford University's Hoover Institution will provide coach-class, round trip airfare between D.C. and San Francisco, and round trip ground transportation between Stanford University and SFO airport.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: *Michael G. Franc*

Name and Title: Michael G. Franc, Director of Washington, D.C. Programs

Name of Organization: Hoover Institution

Address: 1399 New York Avenue, NW Suite 500

Telephone Number: 202-760-3203

Fax Number: 202-760-3191

E-mail Address: mfranc@stanford.edu

THE HOOVER INSTITUTION IN WASHINGTON

STUART FAMILY CONGRESSIONAL FELLOWSHIP PROGRAM



U.S. POLICY AND INTERNATIONAL SECURITY IN A CHANGING WORLD

APRIL 23-25, 2019

HOOVER INSTITUTION, STANFORD UNIVERSITY

Note: There will be 10-minute breaks between sessions.

TUESDAY, APRIL 23

- 8:20 AM:** Depart IAD on United Airlines Flight 424
- 11:19 AM:** Arrive SFO, Shuttle to Lou Henry Hoover Building at Stanford University
Location: 580 Serra Mall, Stanford, CA 94305
- 12:30 – 1:00 PM:** Welcome by Hoover Director Tom Gilligan and Lunch
- 1:00 – 2:10 PM:** State of Liberal Democracy
Larry Diamond
- 2:20 – 3:30 PM:** History US Foreign Policy Grand Strategies
HR McMaster
- 3:40 – 4:50 PM:** America's Place in the World Economy
Edward Lazear
- 5:00 – 6:10 PM:** Pre-Dinner Keynote
360° Look at Russia
Michael McFaul
- 6:10 – 6:30 PM:** Transport to Dinner
- 6:30 – 8:30 PM:** Informal Dinner
Location: Tacolicious, 632 Emerson Street, Palo Alto, CA 94301
- 8:30 PM:** Transport to Schwab Residential Center
Location: 680 Serra Street, Stanford, CA 94305



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WEDNESDAY, APRIL 24

All meetings will be held in: Annenberg Conference Room, 580 Serra Mall, Stanford, CA 94305

- 8:30 – 9:00 AM: Continental Breakfast**
- 9:00 – 10:00 AM: A view inside Iran
Abbas Milani**
- 10:10 AM – 11:20 PM: The Shultz Hour – Issues on his mind
George Shultz**
- 11:30 AM – 12:30 PM: 360° Look at China
Elizabeth Economy**
- 12:30 PM: Lunch**
- 12:45 – 2:00 PM: Lunch Keynote
The Future of Cyberspace
Andrew Grotto, Herb Lin, Toomas Hendrik Ilves**
- 2:10 – 3:20 PM: AI and Geopolitics
John Villasenor**
- 3:20 – 3:45 PM: Hoover Tower Tour**
- 3:45 – 4:45 PM: Archives Presentation
Location: Tower Room 110**
- 4:45 – 5:30 PM: Tour of Hoover/Stanford Campus**
- 5:30 – 6:00 PM: Reception
Location: Courtyard**
- 6:00 – 8:30 PM: The Peril and Promise of Cybersecurity and American Competitiveness
Alex Stamos
Location: Pavilion**
- 8:30 PM: Walk to Schwab Residential Center
Location: 680 Serra Street, Stanford, CA 94305**

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THURSDAY, APRIL 25

All meetings will be held in: Annenberg Conference Room, 580 Serra Mall, Stanford, CA 94305

- 9:00 – 9:30 AM:** **Continental Breakfast**
- 9:30 – 10:40 AM:** **Cold War II? U.S. – China Relations in Historical Perspective**
 Niall Ferguson
- 10:40 AM:** **Pick up boxed lunch and Shuttle Departs Campus for SFO**
- 1:00 PM:** **Depart SFO on United Airlines Flight 727**
- 8:59 PM:** **Arrive IAD**

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Capitol Hill Senate Staffers:

Wallace Hsueh
Andrew Kalaris
Therese Meers
Brienne Miller
Cara Mumford
Nathan Paxton
Catherine Sadler
Jack Thorlin